

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail [bc\\_county\\_board@co.brown.wi.us](mailto:bc_county_board@co.brown.wi.us)

### EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Tom Lund, Jesse Brunette, Bernie Erickson

Pat Evans, Tom De Wane

### EXECUTIVE COMMITTEE

Wednesday, July 20, 2011

6:15 p.m.

Room 210, City Hall

100 N. Jefferson Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of June 6, 2011.

### Reports

1. Board Attorney Report.
  - a) County Code Chapter 4 Rewrite

### Legal Bills

2. Review and Possible Action on Legal Bills to be paid

### Vacant Budgeted Positions (Request to Fill)

3. Clerk of Courts – Deputy Clerk of Courts I (vacated 5/27/11).
4. Health Department – Public Sanitarian II (vacated 7/6/11).
5. Human Services – Social Worker/Case Manager – Child Protection Intake/Disposition (vacate 6/13/11).
6. Human Services – Social Worker/Case manager – Child and Family Support (vacated 6/6/11).
7. Human Services – Staff RN – 2 positions (vacated 7/11/11 & 7/19/11).

### Resolutions and Ordinances

8. Resolution re: Human Services Department Psychiatrist, Adult Psychiatrist, Clinical Director

### Other

9. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## **PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, June 6, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

---

**Present:** Mary Scray, Chair; Jesse Brunette, Tom DeWane, Pat Evans, Guy Zima  
**Excused:** Bernie Erickson, Tom Lund  
**Also Present:** Troy Streckenbach, Fred Mohr, Debbie Klarkowski, Bill Dowell,  
Supervisors Buckley, Fewell, LaViolette, Moynihan, Media, Other Interested Parties

---

**I. Call Meeting to Order:**

The meeting was called to order by Chair Mary Scray at 6:30 p.m.

**ii. Approve/Modify Agenda:**

Items were taken out of order, although shown in proper format here.

**Motion by Supervisor Evans, seconded by Supervisor Zima to approve the agenda as amended. MOTION UNANIMOUSLY APPROVED**

**III. Approve/Modify Minutes of May 17, 2011:**

**Motion by Supervisor DeWane, seconded by Supervisor Evans to approve the minutes. MOTION UNANIMOUSLY APPROVED**

**Communications:**

1. **Communication from Supervisor LaViolette re: Consider changes in policies & procedures that would make the operation of the County Board more efficient and effective, (i.e. meet twice a month; allowing every supervisor to talk on every subject with time limitations and setting an adjournment time such as 11:00 p.m.) *Referred from May County Board:***

Supervisor LaViolette explained her communication relates to changes in policies and procedures of the County Board. She asked for consideration that the Board meet twice a month instead of once, that every supervisor be given the opportunity to talk on each subject, and to set an adjournment time at 11 p.m.

In his position as Board Chairman, Supervisor Zima, stated that suggestions in the past to meet twice monthly were not well received. He indicated that he tries to give each supervisor a chance to speak if they are making good points which are beneficial to the Board, and to monitor any repeating. He indicated that the Board has the right to adjourn at any time.

The consensus was to bring these suggestions before the Board for their feedback and report back to committee.

**Motion by Supervisor Zima, seconded by Supervisor DeWane to hold for 60 days for feedback from Board members. MOTION UNANIMOUSLY APPROVED**

2. **Communication from Supervisor Buckley re: To discuss status of lawsuit involving the former County Executive, Board Chair, and Board Attorney, to get clarification on any conflict of interest. *Referred from May County Board:***

Supervisor Buckley asked for an update regarding the lawsuit involving the former County Executive, the Board Chair, and the Board Attorney which has been filed by Don VanderKelen, former Labor Negotiator. It was his impression that it is not being taken seriously and that there is a lack of action.

Attorney Mohr explained that the suit against him is separate from that against the County and that he has his own malpractice attorney representing him.

Supervisor Zima suggested and made a motion that he meet with the involved parties the next day to discuss the matter.

**Motion by Supervisor Zima, seconded by Supervisor DeWane to hold a meeting with Corporation Counsel, Board Attorney, County Executive and Board Chairman Zima to discuss status of lawsuit and to determine if a Closed Session should be held at the next Board meeting.**

Supervisor Buckley indicated this action is inappropriate as Zima is involved in the lawsuit.

**MOTION WITHDRAWN**

Chair Scray requested that further discussion be delayed to a Closed Session at the next County Board meeting.

**Motion by Supervisor Brunette, seconded by Supervisor Evans to refer discussion to a Closed Session at the June 15, 2011 County Board meeting. MOTION UNANIMOUSLY APPROVED**

3. **Communication from Supervisor Fewell re: Due to Governor Walker's Budget Repair Bill that limits Union bargaining rights and reduces Brown County to only one bargaining unit, it is imperative that the Brown County Board review the contract and make appropriate changes for 2012 budget year. Referred from May County Board:**

Supervisor Fewell explained that if Governor Walker's Budget Repair Bill is enacted, Brown County unions will be reduced from 19 to 1. He stated it is necessary that Attorney Mohr be informed that the union negotiator contract he holds with Brown County may need to be modified at year end.

In response to questions regarding other contracts he holds with the County and how much he is paid, Mohr explained that he receives \$42,000 annually in his role as County Board attorney. He receives \$66,000 for advisory work to Human Resources (\$5,500 per month), plus \$500 for a secretary. This service was previously done by outside attorneys and averaged \$225,000 annually. The County was paying \$48,000 per year for labor negotiations using Mohr and VanderKelen, which has now been reduced to \$36,000 using Attorney Mohr only.

Fred Mohr indicated that the labor negotiator contract requires a six month termination notice, with the other two contracts requiring a 90 day notice. Any litigation is charged by his hourly rate if he is used.

**Motion by Supervisor Evans, seconded by Supervisor Brunette that a six month notice be given to Attorney Fred Mohr informing him that the Labor Negotiator Contract he holds with**

III

**Brown County may potentially be modified at year end if bargaining contracts are reduced from 19 to 1 (one) through Governor Walker's Budget Repair Bill.**

**MOTION UNANIMOUSLY APPROVED**

**Legal Bills:**

**4. Review and Possible Action on Legal Bills to be Paid:**

**Motion by Supervisor Evans, seconded by Supervisor Zima to approve payment of legal bills.**

**MOTION UNANIMOUSLY APPROVED**

**Reports:**

**5. County Executive Report.**

**a. Budget Status Report for March 31, 2011**

Executive Streckenbach reported that he has been meeting with Department Heads to discuss options for the 2012 budget. He indicated that the Human Services Department has a concern regarding centralizing Child Support. He plans to meet with Supervisors to discuss their opinions on these matters.

Chair Scray asked about unemployment numbers and Streckenbach stated that he is working with the Department of Commerce to narrow numbers specific to Brown County. This will become part of his monthly report.

The County Executive reported there has been discussion of a multi-jurisdictional TIF district which will allow municipalities to work together regarding dual services. He will follow-up as this proceeds.

**Motion by Supervisor Evans, seconded by Supervisor DeWane to receive and place on file. MOTION UNANIMOUSLY APPROVED**

**b. Discussion re: Update re: Old Mental Health Center Building (standing item)**

Bill Dowell explained that although there have been interested parties who have toured the building, the outcome is usually that it would be too costly to renovate, especially the older part. Until the end of July the County continues to provide utility costs and security. Options were discussed by the committee including changing the focus to demolishing the building, with Supervisor Zima suggesting at least the old part. Demolition of the total building has been estimated at \$1 million.

Supervisor Evans asked if the market value of the land is known if the building was to be demolished and Dowell agreed to determine this figure. Dowell indicated there are also items such as beds, cabinets, etc stored within that could be auctioned.

**Motion by Supervisor Evans, seconded by Supervisor DeWane to receive and place on file. MOTION UNANIMOUSLY APPROVED**

**6. Board Attorney Report**

**a. Walker Repair Bill Update:**

Attorney Mohr reported that as of this date, the Walker Repair Bill has been ruled invalid by a Dane County Judge. It is now up to the Supreme Court to rule whether or not they will accept the case. Speculation at this time is that Walker may attempt to attach the repair bill to the budget bill. Mohr indicated that if that were to occur and

III

the bill passes, the county would have major problems, estimating it could mean 200 - 300 layoffs.

**Motion by Supervisor DeWane, seconded by Supervisor Evans to receive and place on file. MOTION UNANIMOUSLY APPROVED**

**Vacant Budgeted Positions (Request to Fill):**

**7. Discussion re: Layoff Policies & Procedures:**

Chair Scray indicated that Supervisor Dan Haefs has questioned whether positions should be approved when there is possible future layoff. Ms. Klarkowski informed the committee that currently all labor agreements are in place until December 31, 2011. Klarkowski indicated there is regular discussion when vacancies occur related to options before positions are recommended to be filled.

Attorney Mohr stated there are procedures in place regarding layoff, although all contracts are different. He agreed to report further on this matter at the July meeting.

Supervisor Zima stated it is important for new hires to understand that funding is limited and layoff is a possibility.

**Motion by Supervisor Zima, seconded by Supervisor DeWane to receive and place on file. MOTION UNANIMOUSLY APPROVED**

**8. Circuit Courts – Court Reporter (vacated 7/4/11):**

**Motion by Supervisor DeWane, seconded by Supervisor Brunette to approve. MOTION UNANIMOUSLY APPROVED**

**9. Highway – Highway Laborer/1<sup>st</sup> Mechanic (vacated 12/1/10)**

**Motion by Supervisor DeWane, seconded by Supervisor Evans to approve. MOTION UNANIMOUSLY APPROVED**

**10. Human Services - Staff RN (vacated 3/29/11)**

**Motion by Supervisor Evans, seconded by Supervisor DeWane to approve. MOTION UNANIMOUSLY APPROVED**

**11. Medical Examiner – Office Manager 1 (vacated 10/13/10)**

Debbie Klarkowski indicated that at this time the County Executive is recommending that this position be placed on hold until time that a future study can be completed regarding possible reassignment of duties.

**Motion by Supervisor Evans, seconded by Supervisor DeWane to refer to staff for study of possible reassignment of duties. MOTION UNANIMOUSLY APPROVED**

**Resolutions**

**12. Resolution re: Change in Table of Organization – UW-Extension Increase Grant Funded Position (Community Garden Coordinator LTE):**

III

**Motion by Supervisor DeWane, seconded by Supervisor Zima to approve. MOTION UNANIMOUSLY APPROVED**

**12a. Review of Omnibus Transportation Motion:**

Supervisor Zima brought to the attention of the committee sections of the Omnibus Transportation Motion that would affect the Brown County Highway Department, specifically #18 which relates to bidding requirements for Public Works projects. The bill would *"Prohibit any county or municipality from using its own workforce to perform a highway improvement project on highways under its jurisdiction, or highways under the jurisdiction of another local government, if the project costs \$100,000 or more . . . "* It was suggested that the Executive, Corporation Counsel, Human Resources, and all County Board members contact state legislators stating their opposition to this bill related to transportation because of the effect on Wisconsin counties.

Also under discussion was #19 related to restrictions on work done for private entities which would *"prohibit any local government, using its own workforce, from performing the construction of roads, sewers, water, stormwater, wastewater, grading, parking lots, or other infrastructure or construction related services on behalf of a private entity, including infrastructure projects where the responsibility for the cost of the infrastructure belongs to a private entity, effective three months after the general effective date of the bill"*.

Zima reported that the Wisconsin Counties Association is in support of the motion.

**Motion by Supervisor Zima, seconded by Supervisor DeWane to refer to the County Executive, Corporation Counsel, Human Resources, and County Board members, collectively and individually, requesting that they contact state legislators stating opposition to the Omnibus Transportation Motion and the Wisconsin Counties Association support of it. MOTION UNANIMOUSLY APPROVED**

**Closed Session:**

13. **A Closed Session may be held pursuant to Wis. Stats. 19.85 (1)(e) for deliberating or negotiating the purchase of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Labor Negotiations)**

**Motion by Supervisor Zima, seconded by Supervisor DeWane to enter into Closed Session. Roll Call. All Present. MOTION APPROVED UNANIMOUSLY**

*(Recording Secretary excused 8:30 p.m.)*

**Motion by Supervisor Brunette, seconded by Supervisor Zima to return to regular order of business. Roll Call. All Present. MOTION APPROVED UNANIMOUSLY**

**Other:**

14. **Such Other Matters as Authorized by Law: None**

**Motion made by Supervisor Evans and seconded by Supervisor De Wane to adjourn at 8:51 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted  
Rae G. Knippel, Recording Secretary

III



In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

**RECEIVED**

JUN 03 2011

Human Resources

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

Page: 1  
May 31, 2011  
Account No: 2647M

---

Correction Officers	\$30.00
Museum	\$117.00
Highway	\$3,276.00
Bilgo	\$0.00
Sheriff's Dept.	\$1,716.00
Teamsters	\$0.00
Facilities	\$78.00
Library	\$195.00
Telecommunicators	\$0.00
AFSCME	\$0.00
	<hr/>
	\$5,412.00

---

**RECEIVED BY**

JUN 07 2011

Brown County  
Corporation Counsel

Interest accrues at the rate of 1% per month on all balances  
over 30 days.

2



In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

Page: 1  
May 31, 2011  
Account No: 2647-0M  
Statement No: 4994

---

Correction Officers

Previous Balance \$30.00

Balance Due \$30.00

Account No: 2647-1M  
Statement No: 4994

Museum

Previous Balance \$195.00

05/06/11 Less Payment Received -78.00

Balance Due \$117.00

Account No: 2647-2M  
Statement No: 4994

Highway

Previous Balance \$2,418.00

Drafting of Brief

Hours  
4.00 780.00

**RECEIVED BY**

**JUN 07 2011**

Brown County  
Corporation Counsel

2

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Highway

Page: 2

May 31, 2011

Account No: 2647-2M

Statement No: 4994

---

	Hours	
Drafting of Brief	1.50	292.50
Letter to Arbitrator	0.20	39.00
Review of Union Brief	0.30	58.50
	<u>6.00</u>	<u>1,170.00</u>
For Current Services Rendered		
Total Current Work		1,170.00
05/06/11 Less Payment Received		-312.00
Balance Due		<u><u>\$3,276.00</u></u>

Account No: 2647-3M  
Statement No: 4994

Bilgo

Previous Balance	\$78.00
05/06/11 Less Payment Received	-78.00
Balance Due	<u><u>\$0.00</u></u>

RECEIVED BY

JUN 07 2011

Brown County  
Corporation Counsel

2

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept.

Page: 3

May 31, 2011

Account No: 2647-4M  
Statement No: 4994

Previous Balance		\$1,053.00
	Hours	
Attention to Letter from WERC	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from WERC	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Phillips	0.20	39.00
For Current Services Rendered	3.40	663.00
Total Current Work		663.00

Balance Due

\$1,716.00

**RECEIVED BY**

**JUN 07 2011**

Brown County  
Corporation Counsel

2

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Teamsters

Page: 4

May 31, 2011

Account No: 2647-5M

Statement No: 4994

Previous Balance

\$39.00

05/06/11 Less Payment Received

-39.00

Balance Due

\$0.00

Account No: 2647-6M  
Statement No: 4994

Facilities

Attention to Letter from Arbitrator  
Attention to Letter from Etten

Hours

0.20 39.00

0.20 39.00

For Current Services Rendered

0.40 78.00

Total Current Work

78.00

Balance Due

\$78.00

Account No: 2647-7M  
Statement No: 4994

Library

Previous Balance

\$1,638.00

RECEIVED BY

JUN 07 2011

Brown County  
Corporation Counsel

Hours

2

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Library

Page: 5

May 31, 2011

Account No: 2647-7M

Statement No: 4994

	Hours	
Attention to Letter from Etten	0.20	39.00
Letter to Etten	0.20	39.00
Attention to Letter from Etten	0.20	39.00
For Current Services Rendered	0.60	117.00
Total Current Work		117.00
05/06/11 Less Payment Received		-1,560.00

Balance Due \$195.00

Account No: 2647-8M  
Statement No: 4994

Telecommunicators

Previous Balance	\$39.00
05/06/11 Less Payment Received	-39.00

Balance Due \$0.00

RECEIVED BY

JUN 07 2011

Brown County  
Corporation Counsel

2

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

AFSCME

Page: 6

May 31, 2011

Account No: 2647-9M

Statement No: 4994

---

Previous Balance	\$39.00
05/06/11 Less Payment Received	-39.00
Balance Due	<u>\$0.00</u>
Total Balance Due	<u>\$5,412.00</u>

RECEIVED BY

JUN 07 2011

Brown County  
Corporation Counsel

Interest accrues at the rate of 1% per month on all balances over 30 days.

2

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

June 10, 2011  
Invoice No. 1152301

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1152301

For Professional services rendered through May 31, 2011, as follows:

**Matter: 018236-0042 Fox River Cleanup - Insurance**

5/13/11	R Exum	Process defense invoice and prepare letter to insurers submitting invoice for payment; update defense cost tracking chart	0.30	\$45.00
5/17/11	R Exum	Process check from CNA; update defense tracking chart and send payment to client	0.30	\$45.00

Total Hours 0.60

Total Services \$90.00

Disbursements:

Photocopying 5.85

Disbursements Total \$5.85

**Total This Matter \$95.85**

**MICHAEL BEST**

& FRIEDRICH LLP

RECEIVED BY

JUN 13 2011

Brown County  
Corporation Counsel

2

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1805  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

June 10, 2011

Invoice No. 1152301

**Matter: 018236-0042 Fox River Cleanup - Insurance**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
R Exum	Paralegal	0.6	\$150.00	\$90.00
<b>Totals</b>		<b>0.60</b>		<b>\$90.00</b>

**MICHAEL BEST**

& FRIEDRICH LLP

2



HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

July 20, 2011

**Departments for position approval process at Executive Committee:**

**Clerk of Courts – Deputy Clerk of Courts I (vacated 5/27/11)**

**Health Department – Public Health Sanitarian II (vacated 7/6/11)**

**Human Services – Social Worker/Case Manager - Child Protection Intake/Disposition – 2 positions (vacated 6/13/11 & 6/20/11)**

**Human Services – Social Worker/Case Manager – Child and Family Support – 2 positions (vacated 6/6/11 & 6/13/11)**

**Human Services – Staff RN – 2 positions (vacated 7/11/11 & 7/19/11)**

CLERK OF CIRCUIT COURT

JASON B. BECK  
CLERK OF CIRCUIT COURT



100 SOUTH JEFFERSON STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
TELEPHONE (920) 448-4155  
FAX (920) 448-4156  
WWW.CO.BROWN.WI.US/CLERK\_OF\_COURTS

MARY F. KIMMETH  
CHIEF DEPUTY

NEIL BASTEN  
FINANCIAL OPERATIONS MANAGER

June 6<sup>th</sup>, 2011

TO: Troy Streckenbach, County Executive  
Debbie Klarkowski, Human Resources Manager  
Ellen Sorensen, Director of Administration

FROM: Jason B. Beck  
Clerk of Circuit Court

SUBJECT: Request to Fill Deputy Clerk of Courts I – Clerk of Courts

**1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)**

The position description is current.

**2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.**

Yes. This position handles the disposition of our Criminal Felony (CF) and Criminal Misdemeanor (CM) cases. The employee needs detailed knowledge of legal and technical procedures to interpret minute sheets and transfer that information to the CCAP computer system in order to generate a Judgment of Conviction for these case types. This information is then used by the Department of Corrections (DOC) and the Department of Justice (DOJ).

This position also:

Prepares orders and paperwork for Presentence investigation which is forwarded to the DOC.

Clerks Traffic Intake Court.

Clerks injunction hearings, process the paperwork, enters into CCAP and makes copies for the Sheriff's Dept.

Is a backup Clerk for the Circuit Court Branches.

Answers phones.

Dockets judgments.

Processes court appointments of Counsel.

Processes restitution judgments.

**3. Describe job performance measurement for this position (clients, caseload, work output, etc.)**

In 2010 there were 1552 Criminal Felony cases and 2061 Criminal Misdemeanor cases. A simple disposition may take only 10 minutes, but detailed dispositions can take many hours. Each of the three Deputy Clerk of Courts in this area has court one morning a week. On average we receive 15 Pre-Sentence Investigation requests per week which take about an hour each to complete. Approximately 15 hours a week is spent working on restitution judgments. The other duties outlined in answer to question two must also be done whilst working on the items listed in this answer.

**4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.**

**Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

There are no positions in this office that could absorb the work this position does to consolidate it with another role.

Eliminating this position would create an undue burden on this office. Dispositions would not be completed in a timely manner that the DOJ and DOC depend on.

This is a complex job which requires a detailed understanding of State Statutes and how to apply them to creating a judgment of conviction. Outsourcing would not be feasible.

**5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Budgeted funds are sufficient to cover the cost.

**6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?**

When someone is sentenced on a criminal case a Judgment of Conviction needs to be done promptly. This information is used by the DOC to book someone into the correctional system and to track the time they need to serve. This information needs to be entered in a timely manner.

The DOJ uses disposition information to do background checks on such things as SOR (Sex Offender Registry), and to do firearm background checks. If we do not enter our Judgment of Convictions in promptly the background checks that are done will have incorrect information.

Not filling this position for 3 months, 6 months, 12 months, or at all will continuously backup our dispositional process and cause the DOC and DOJ to not have the information they need.

Not filling this position would also cause a burden on the office as we would have one less person to clerk in court, or to have as a backup clerk for the circuit court branches.

Customers would also not be served properly as the work would then be divided amongst fewer people delaying not only state mandated duties, but also the general functions of this office when serving the public.

**2011 Cost of Budgeted Position  
Deputy Clerk of Courts I**

<b><u>2011 Fiscal Impact:</u></b>		<b>9/1/2011- 12/31/2011</b>
2011 Salary		\$ 9,214.00
2011 Fringe Benefits		<u>\$ 5,423.36</u>
<b>Total</b>		<b><u>\$ 14,637.36</u></b>
<b><u>Annual Fiscal Impact:</u></b>		
2011 Salary		\$ 27,643.00
2011 Fringe Benefits		<u>\$ 16,270.67</u>
<b>Total</b>		<b><u>\$ 43,913.67</u></b>

HEALTH DEPARTMENT

*Brown County*

610 S BROADWAY STREET

P. O. BOX 23600

GREEN BAY WISCONSIN 54305-3600

PHONE (920) 448-6400 FAX (920)448-6449

JUDY FRIEDERICHS, R.N., B.S.N.

DIRECTOR

TO: Troy Streckenbach, County Executive  
Debbie Klarkowski, Human Resources Manager  
Ellen Sorensen, Director of Administration

FROM: Judy Friederichs, Director/health Officer  
Brown County Health Department

SUBJECT: Request to Fill - Public Health Sanitarian

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Some minor updates are being requested.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. We provide enforcement activities for licensed establishments under contract with the state of Wisconsin, Dept. of Health Services. 100% of the licensing services (86% of the position) are funded through licensing costs. The current license year begins 7-01-11. The remaining 14% of the position serves to enforce the mandatory Human Health Hazard Services.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Number of inspections, number of licensed establishments, number of human health hazard complaints (for animal bite follow-up, lead in environment, homes unfit for human habitation, etc.)

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This does not offer this opportunity as license fees are already assessed for this period, so services must be rendered. The balance of the sanitarian time is used for human health hazard response which is also required by statute.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds for 2011 include full funding of this position at this time, including assessment of fees for licensing enforcement. The licensing year begins July 1.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Difficulty meeting the obligations of licensing contract/code requirements/fee assessed for the position the longer the vacancy. Recommend filling in 3 months to meet minimum expectations.

2011 Budget Impact Calculation  
For the Period 8/1/11 - 12/31/11  
Public Health Sanitarian II

**Budget Impact for the period 8/1/11 to 12/31/11:**

	Public Health Sanitarian II
2011 Salary (8/1/11 - 12/31/11)	\$ 20,597.08
2011 Fringe Benefits (8/1/11 - 12/31/11)	<u>\$ 9,480.84</u>
<b>Total Budget Impact: (estimate)</b>	<b><u><u>\$ 30,077.92</u></u></b>

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

June 23, 2011

TO: Troy Streckenbach, County Executive  
Debbie Klarkowski, Human Resources Manager  
Ellen Sorensen, Director of Administration

FROM: Brian Shoup, Executive Director  
Human Services

SUBJECT: Request to Fill – Child Protection Intake/Disposition

1. **Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)**

This is a current position and was recently reviewed June 20, 2011.

2. **Are the duties of the position related to an essential (mandatory) service? If yes, please explain.**

Yes. This position fulfills State mandated child protection and court duties. Child welfare work is labor intensive. Workers must engage families face-to-face, assess children's safety and well-being through home visits, monitor progress, see that families receive essential services and supports, help with problems that develop, file termination of parental rights petitions, work with service providers and outside agencies, complete court mandates such as court appearances and report, and fulfill data collection and reporting requirements set forth by the State of Wisconsin. Failure to provide these mandated services could result in administrative and financial penalties to Brown County.

3. **Describe job performance measurement for this position (clients, caseload, work output, etc.)**

A child protection worker can have a caseload of over 18 cases with the average at this time at approximately 17. The majority of cases are court ordered with a responsibility of over 300 per caseload.

The child protection worker must meet the following State Performance Standards:

1. An assessment and case plan is required for every case.
2. A safety assessment is required for every case, including regular updates.
3. A permanency plan is required for every out of home placement case.
4. Face-to-face contact is required a minimum of monthly for each out of home placement case.
5. Face-to-face is required for parents, children service providers, and foster home.
6. Case coordination with every service provider monthly.
7. More contact with clients and service providers equals better timelier outcomes.



Turning  
Brown  
Green

8. Appropriate caseloads enable workers to better organize their casework rather than be crisis orientated. Workers moving from one crises to another, based on unmanageable caseloads, are less effective and have poorer outcomes, thus resulting in prolonged case plans, untimely reunification and case closures, and more money spent in out of home placements and services.
9. Failure to meet performance standards could result in corrective action by the State, including fiscal penalties.

Training for child protection workers:

1. New child protection workers must successfully attend 190 hours of foundation training over their first 2 years of employment as set forth by the State of Wisconsin.
  2. A new worker should not carry a full caseload for the first 6 months of employment, and there should be a gradual caseload given in the 1<sup>st</sup> year. By the start of year 2, a full caseload should be assumed. This is best practice, but this is not happening
4. **Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**  
Child protection is continuously streamlining its process and functions. This position cannot be shifted, consolidated, eliminated or outsourced. The certification of duties is that of a county child protection worker.
5. **Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls? This position is fully funded in the budget and does not need to be held open to offset projected shortfalls.**
6. **What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?**  
Not filling this position for 3 or 6 months has already been seen by a previous vacancy in the unit last fall when it took 5 months to fill an open position. The resulting overload in the unit resulted in State mandates not being met. It can be reasonably predicted that should the position be left vacant for 12 months or longer, that the State mandates would continue to not be met with more staff turnover because of unreasonably high caseloads.

Given the economy and nature of our work, in 2010 there has been an approximate 15% increase rate of child abuse investigations, resulting in greater need for ongoing child protection work. Since 2006, there has been a 27% increase in child protection investigations with a corresponding increase in ongoing caseloads with no additional ongoing social work staff. 2011 is seeing similar increases in referrals, a record number.

It is critical that the children and families that we serve get the safety and treatment services needed. Failure to do so will result in greater cost to Brown County and potential safety issues for the most vulnerable population in Brown County, abused and neglected children. Larger than recommended caseloads generally cause a decrease in morale, more staff turnover and an increase in the safety risks for children.



7/6/2011

2011 Budget Impact Calculation  
For the Period 8/1/11 - 12/31/11 and 2012  
Social Worker/ Case Manager

**Social Worker/ Case Manager**

<b><u>2011 Budget Impact:</u></b>	Partial Budget Impact	<b>08/01/2011 - 12/31/2011</b>
2011 Salary		\$ 16,623.75
2011 Fringe Benefits		<u>\$ 8,527.98</u>
		<u><u>\$ 25,151.73</u></u>

<b><u>2012 Budget Impact:</u></b>	Annual Budget Impact	<b>2012</b>
2012 Salary		41,847.00
2012 Fringe Benefits *		<u>\$ 21,467.51</u>
* based on 2011 fringe rate		<u><u>\$ 63,314.51</u></u>

This position exists in the approved 2011 budget

**BROWN COUNTY HUMAN SERVICES**

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

May 26, 2011

**TO:** Troy Streckenbach, County Executive  
Debbie Klarkowski, Human Resources Manager  
Ellen Sorensen, Director of Administration

**FROM:** Brian Shoup, Human Services Department Director  
Brown County Human Services Department

**SUBJECT:** Request to Fill – Child and Family Support SW/CM

- 1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)**

Updated 12-2010 and is current.

- 2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.**

The Children's Long Term Support Waiver is mandated and Brown County has been operating the program since 2004. As it is a waiver program it carries with it some entitlement especially in regards to the Autism waiver. There are mandated standards and services that must be provided to those children enrolled in the program that are functionally and financially eligible to receive services through this program. Lapse in annual recertification's and review of eligibility of each participant would result in audit exceptions and carry possible disallowances and fines. The Intensive Autism Waiver is 100% funded by Federal and State dollars and it is anticipated that 20 Brown County children will be taken off the State's Autism wait and receive services this year. When the state awards the funding, Brown County is mandated to immediately enroll the child in the Autism waiver.

Intensive Autism cases are fully funded, and Ongoing Autism cases are funded at \$30.60 per day. Children served through the CLTS waiver are served until age 22; Family Support clients are served to age 21 or high school graduation whichever occurs earlier.

- 3. Describe job performance measurement for this position (clients, caseload, work output, etc.)**

Current Case loads range from 40-50 Children's waiver cases per case manager, in addition to about 10 Family Support cases per case manager. It is anticipated that additional CCS cases will be added to each case manager's caseload within the next year. Caseloads are higher than surrounding counties, and the number of children enrolled is higher than in surrounding counties. The Children's waiver has a wait list of more than 210 children. Minimum CLTS waiver standards require that there must be at least one monthly contact per participant, a six month and annual review to review eligibility, costs, and service delivery along with various other standards depending on the funding source of the child. No service delivery can be delivered to a child without verification of funding, authorization of payment, and review of quality of service/outcome. Based on the number of CLTS clients enrolled, these positions are necessary to meet the standard to receive the Federal and State funding and avoid audit exceptions.

Job performance can be measured by billable case management hours and case size. 90 billable hours is the case management standard set for our case managers. These positions generate revenue.

**4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

Based on the number of children in the program, and also those that we are mandated to serve in the next year (autism cases) these positions are necessary. More than 300 children are served through the waiver and the family Support Program. Case loads are high, and exceed the average of 40-45 cases.

Additional services mandated through the waiver are about to be expanded, as the operation of a Comprehensive Community Services (CCS) Program within the Children's Waiver unit has not been fully operationalized, and once enacted will provide MA card services to children needing such services. Enrollment in the CCS Program should be a potential cost saving in provision of the overall package of services provided in this unit. Streamlining of services or consolidation are not feasible at this time due to large case loads, complexity of programming, and the need for additional training of staff to meet CCS program requirements for program implementation.

A new Waiver 3<sup>rd</sup> billing process, new referral process post Access Department and CCS service development makes streamlining and reorganization unrealistic to me at this time.

**5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Budgeted funds are sufficient to cover the cost of this position, with revenue from Federal and State revenue generated through case management billing.

**6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?**

Loss of revenue, declining quality of service to clients, and audit deficiencies.

7/6/2011

2011 Budget Impact Calculation  
For the Period 8/1/11 - 12/31/11 and 2012  
Social Worker/ Case Manager

**Social Worker/ Case Manager**

<b><u>2011 Budget Impact:</u></b>	Partial Budget Impact	<b>08/01/2011 - 12/31/2011</b>
2011 Salary		\$ 16,623.75
2011 Fringe Benefits		<u>\$ 8,527.98</u>
		<u><u>\$ 25,151.73</u></u>

<b><u>2012 Budget Impact:</u></b>	Annual Budget Impact	<b>2012</b>
2012 Salary		41,847.00
2012 Fringe Benefits *		<u>\$ 21,467.51</u>
* based on 2011 fringe rate		<u><u>\$ 63,314.51</u></u>

This position exists in the approved 2011 budget

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

June 1, 2011

TO: Troy Streckenbach, County Executive  
Debbie Klarkowski, Human Resources Manager  
Ellen Sorensen, Director of Administration

FROM: Brian Shoup, Human Services Director  
Human Services Department

SUBJECT: Request to Fill – Staff RN

1. **Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)**

Job Description is current, last modified in Decemeber2010/January 2011 at last hiring.

2. **Are the duties of the position related to an essential (mandatory) service? If yes, please explain.**

These services are provided to waiver clients through Long Term Care mandate to adults or children, with this program recouping MA dollars that offset levy dollar usage on the front end of service delivery. MA dollars are recouped through the nurse supervision of client medical care plans, the medical needs being determined by client doctor, with oversight by County Nurse. Nurses have to have a face to face visit with clients every 50-60 days to ensure compliance with care plan by personal care workers, and to ensure continuity of MA reimbursement for work done. Services are provided under administrative rules as specified under DHS 107 and DHS105.

3. **Describe job performance measurement for this position (clients, caseload, work output, etc.)**

Each nurse typically has a caseload of 72 clients. This number has been raised in recent years to the current level. We maximize the number we can serve to maximize the MA dollars we can be reimbursed and therefore reduce county costs. There are 340 clients served through this program currently.

4. **Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

This program will sunset with the advent of Family Care. In the meantime, until Family Care commences, this program is one the recoups funds and reduces levy expenditures covering the costs of needed services by waiver clients. It is financially beneficial to continue to provide these services to reduce county costs of care to clients served.

5. **Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Budgeted funds are sufficient to cover the cost of filling the position. Delay in filling this position will incur additional costs to the county. (levy expenditure).

6. **What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?**  
Major cost increases to pay for waiver client services with no reimbursement from MA to reduce cost to the county. Revenue from this position offsets expenses in the Long term care programs- CIP/COP and Children's Waiver.

7/6/2011

2011 Budget Impact (budgeted position)  
**Community Treatment Center**  
**Staff RN**

<u>2011 Budget Impact:</u>	<b>Partial Budget Impact</b>	<b>6/1/11- 12/31/11</b>
2011 Salary		\$ 32,674.83
2011 Fringe Benefits		<u>\$ 14,572.98</u>
		<u><u>\$ 47,247.81</u></u>

<u>2011 Budget Impact:</u>	<b>Annualized</b>	<b>2011</b>
2011 Salary		56,014.00
2011 Fringe Benefits		<u>\$ 24,982.24</u>
		<u><u>\$ 80,996.24</u></u>

Note: this position is currently budgeted for

July 20, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING  
HUMAN SERVICES DEPARTMENT  
PSYCHIATRIST, ADULT PSYCHIATRIST, CLINICAL DIRECTOR

WHEREAS, Sections 4.41 through 4.48 of the Brown County Code provide for a classification and compensation plan for administrative employees with a market study completed every two years; and

WHEREAS, a Psychiatrist position is currently vacant; and

WHEREAS, the current salary range for Psychiatrist and Adult Psychiatrist is \$160,738 - \$192,657 with the Clinical Director receiving a \$5,000 annual adjustment; and

WHEREAS, Human Resources in conjunction with Human Services completed a thorough study and based on current market conditions and bench mark information, to be competitive and to attract/retain qualified candidates, the Psychiatrist, Adult Psychiatrist and Clinical Director salary range should be adjusted; and

WHEREAS, Human Resources and Human Services recommend the Psychiatrist and Adult Psychiatrist salary range be adjusted to \$165,000 - \$242,000 with the Clinical Director receiving a \$5,000 annual adjustment effective immediately; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that the salary range for the position of Psychiatrist and Adult Psychiatrist be adjusted to \$165,000 - \$242,000 with the Clinical Director receiving a \$5,000 annual adjustment effective immediately.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.



Proposed Pay Table 51:

	Step 01	Step 02	Step 03	Step 04	Step 05
Psychiatrist	\$165,000	\$181,000	\$200,000	\$220,000	\$242,000
Adult Psychiatrist					
Clinical Director	Additional \$5,000 annually to serve as Clinical Director.				

BUDGET IMPACT:

Human Services

Adjust Pay Table 51 Psychiatrist, Adult Psychiatrist, Clinical Director

2011 Partial Budget Impact 07/01/11 – 12/31/11:

2.5 FTE Psychiatrists	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
1.0 FTE Adult Psychiatrist			
Current Salary: Pay Table 51, Step 5	(\$ 96,329)	(\$54,541)	(\$150,870)
Proposed Salary: Pay Table 51, Step 3	\$100,000	\$56,620	\$156,620
Difference	\$ 3,671	\$ 2,079	\$ 5,750
			x 3.5 FTE
Total			\$ 20,125
1.0 FTE Clinical Director	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Current Salary: Pay Table 51, Step 5	(\$ 96,329)	(\$54,541)	(\$150,870)
Proposed Salary: Pay Table 51, Step 3	\$100,000	\$56,620	\$156,620
Difference	\$ 3,671	\$ 2,079	\$ 5,750
			x 1.0 FTE
Total			\$ 5,750
2011 TOTAL PARTIAL BUDGET IMPACT			<u>\$ 25,875</u>

2011 Annualized Budget Impact

2.5 FTE Psychiatrists	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
1.0 FTE Adult Psychiatrist			
Current Salary: Pay Table 51, Step 5	(\$192,657)	(\$109,082)	(\$301,739)
Proposed Salary: Pay Table 51, Step 3	\$200,000	\$113,240	\$313,240
Difference	\$ 7,343	\$ 4,158	\$ 11,501
			x 3.5 FTE
Total			<u>\$ 40,254</u>

1.0 FTE Clinical Director	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Current Salary: Pay Table 51, Step 5	(\$192,657)	(\$109,082)	(\$301,739)
Proposed Salary: Pay Table 51, Step 3	\$200,000	\$113,240	\$313,240
Difference	\$ 7,343	\$ 4,158	\$ 11,501
Total			<u>x 1.0 FTE</u> <u>\$ 11,501</u>
2011 ANNUALIZED BUDGET IMPACT			<u>\$ 51,755</u>

This resolution does not require an appropriation from the General Fund. The resolution will be funded by 2011 budgeted funds and fund balance from the Community Treatment Center and Community Programs.

Respectfully submitted,

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel  
Authored by: Human Resources Dept.

## HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

TO: Debbie Klarkowski  
Human Resources Manager

FROM: Deb Seidel  
Human Resource Analyst

DATE: March 25, 2011

SUBJECT: **Psychiatrist/Adult Psychiatrist/Clinical Director Salary Grid**

**Request:** On March 15, 2011, the Human Resource Department received a request from Brian Shoup, Human Services Executive Director to review the Psychiatrist salary grid. Given the market conditions of recruiting a Psychiatrist, it is important the salary grids be reevaluated to ensure we are competitive to be able to attract qualified candidates.

**Research Completed:**

Discussion with Brian Shoup – Human Services Executive Director  
Discussion with Mary Johnson – Hospital and Nursing Home Administrator  
Review of current salary data collected from Margaret Hoff – Account Manager  
Review of data collected from other counties  
Review of data collected from private sector  
Discussion with Andy Olson – Senior Director of Recruiting with Merritt Hawkins  
Review of data collected from Merritt Hawkins  
Review of external salary surveys data

**Scope of Position:**

Provides inpatient psychiatric care and treatment of for the Brown County Community Treatment Center under the direction of the Clinical Director/Psychiatrist.

**Minimum Education and Experience:**

Physician licensed in State of Wisconsin; Board Certification in Psychiatry and Licensed with Drug Enforcement Administration (DEA).

**Review of Current State:**

Brown County is lagging the current market. The Human Services Department prefers to hire county staff, with new and innovative planning for services.

**Psychiatrist 3.00 FTE's**

2010 Data	A	B	C
Unit	IP, OP	OP	OP
Full Benefits	Yes	Yes	Yes
On-Call	Yes	No	No
On-Call Pay	Included in Salary	N/A	N/A
Clinical Director Pay	\$5,000	N/A	N/A
<b>Salary</b>	<b>\$197,657</b>	<b>\$192,657</b>	<b>\$192,657</b>

**Temps/Contracts for Psychiatrist**

2010 Data	D	E	F
Status	Part-time/Temp	Part-time/Contract	Part-time/Contract
Unit (IP and/or OP)	IP	IP	IP, OP
Hourly Wage for On-site Hours	\$150	\$150	\$150
Benefits	WRS/Life Insurance	N/A	N/A
Portal to Portal (Round trip)	\$150	N/A	N/A
On-Call Pay per Hour	\$150	\$150	\$150
Hours On-Call	300	24	343.50
Hours Worked On-Site	<b>819.50</b>	<b>37</b>	<b>709.50</b>
Compensation	<b>\$205,575</b>	<b>\$9,150</b> Note: Hired Oct.2010; Annualized \$54,960	<b>\$157,950</b>

**Review of other Counties:**

County	Salary	On-call Weekdays	On-call Weekends	Frequency of On-call
Fond du Lac	\$200,000	\$0.00	\$1500	Every 4 <sup>th</sup> wk.
North Central	\$187,740-244,441	\$200 per Night	\$1500	Every 3 <sup>rd</sup> wk.

**Review of Private Sector:**

	Salary	On-call Weekdays	On-call Weekends	Frequency of On-call
Bellin	\$200,000 plus productivity incentives	Built into salary	Built into salary	Every 6th wk.
Aurora	Range \$190,000-\$200,000. After 2 yrs. Salary Range \$290,000-300,000	Built into salary	Built into salary	Every other weekend; however, have Triage Nurses (No need for Doc to be on site)

### Merritt Hawkins Physician Recruiting Statistics:

The United States is in the midst of a physician shortage which many experts believe will be exacerbated as millions of patients gain access to medical services through healthcare reform. While the shortage is acute in primary care, it also extends too many medical specialties, including Psychiatry. According to a recent study by the Association of American Medical Colleges, the U.S. faces a deficit of 125,000 physicians by 2025, including a shortage of 80,000 specialists. Over 15 medical societies have released studies in the last several years projecting physician shortages in their fields. The number of physicians trained in the U.S. (about 24,000 a year) has remained virtually stagnant for over 20 years, while the population has both grown and aged significantly. Many physicians (about 35%) are over the age of 55, and by 2016 the number of doctors exiting medicine is projected to be larger than the number entering. As a result, physician supply is likely to be constrained in many medical specialties, including Psychiatry, for the foreseeable future.

### General Income:

- \$206,992. Mean (avg.)
- \$234,696 75<sup>th</sup> Percentile
- \$284,721 90<sup>th</sup> percentile

### Merritt Hawkins Recommended Range:

- \$200,000 to \$250,000

Due to rising malpractice costs increasing, limited reimbursement and various other general challenges to mental health profit centers, most psychiatrists have gravitated toward employment models via local hospitals or community health centers. However, those still in the "private" sector are seeing partnership tracks average 1 year or less.

### Candidate Pool:

Recruitment of fellowship trained psychiatrists is a much more difficult task than in the past. Given those aforementioned challenges, these specialized physicians are receiving higher salaries. The example provided below shows the challenges we face assuming a practice is looking for a board certified, American trained psychiatrist.

Total Physicians in Patient Care	33,968
Less Foreign Medical School Graduates (33,968-12,993)	20,995
Less Non-Board Certified (20,995-10,040)	10,955
7% of physicians move every year	767
Divided by 50 for geographic preference	15
Total Available Candidate Pool for This Specialty	15

### Review of External Salary Surveys:

- 2010 LocumTenenens.com Psychiatry Salary Survey:
  - \$198,100 Experience of 5 Years or Less
  - \$202,738 Experience of 6-10 Years
  - \$203,735 Experience of 10 Years or more
- HR Reported data as of October 2010 mysalry.com:
  - \$190,180 Median
  - \$207,549 75<sup>th</sup> Percentile
  - \$223,364 90<sup>th</sup> Percentile
- 2010 Medical Group Management Association:
  - \$182,724-235,101 Range
  - \$204,406 Median

**Review of the Current 2010 Psychiatrist Salary Grid is Pay Table 51:**

Pay Table 51	01	02	03	04	05
	Start	1 Year	3 Years	5 Years	7 Years
Psychiatrist					
Adult Psychiatrist	\$160,738	\$168,719	\$176,700	\$189,781	\$192,657
	\$77.2779	\$81.1149	\$84.9519	\$91.2409	\$92.6236

\* Adjustments: \$5,000 annually to serve as Clinical Director (\$2.4038/hour added to Grade B)

**Recommendation:**

It is recommended that the Psychiatrist Salary Grid be adjusted based on current market conditions and review of the salary survey data to be competitive and in line with market. This means the position salary range would be \$165,000-\$242,000.

Pay Table 51	01	02	03	04	05
Psychiatrist	\$165,000	\$181,000	\$200,000	\$220,000	\$242,000
Adult Psychiatrist	\$79.329	\$87.0192	\$96.1538	\$105.7692	\$116.3461

Adjustments: \$5,000 annually to serve as Clinical Director (\$2.4038/hour added to Grade B)

On-call per Night Rate (Monday –Thursday 5pm-8am): \$200.00

On call per Weekend Rate (Friday 5pm-Monday 8am): \$1,500.00

**2011 Fiscal Impact**

Psychiatrist, Adult Psychiatrist, Clinical Director  
Adjust Pay Table 51

**Psychiatrist - 2.5 FTE****Adult Psychiatrist - 1.0 FTE****2011 Partial Fiscal Impact 7/1/11-12/31/11:**

	Current Salary	Proposed Salary	Diff	3.5 FTE Total
2011 Salary	\$ 96,329.00	\$ 100,000.00	\$ 3,671.00	\$ 12,848.50
201 Fringe Benefits	\$ 54,541.48	\$ 56,620.00	\$ 2,078.52	\$ 7,274.82
Total 2011 Partial Fiscal Impact	\$ 150,870.48	\$ 156,620.00	\$ 5,749.52	\$ 20,123.32

**2011 Annualized Fiscal Impact:**

	Current Salary	Proposed Salary	Diff	3.5 FTE Total
2011 Salary	\$ 192,657.00	\$ 200,000.00	\$ 7,343.00	\$ 25,700.50
2011 Fringe Benefits	\$ 109,082.39	\$ 113,240.00	\$ 4,157.61	\$ 14,551.62
Total 2011 Annual Fiscal Impact	\$ 301,739.39	\$ 313,240.00	\$ 11,500.61	\$ 40,252.12

**Clinical Director - 1.0 FTE****2011 Partial Fiscal Impact 7/1/2011-12/31/11:**

	Current Salary	Proposed Salary	Diff	1.0 FTE Total
2011 Salary	\$ 98,828.00	\$ 102,500.00	\$ 3,672.00	\$ 3,672.00
201 Fringe Benefits	\$ 55,956.41	\$ 58,035.50	\$ 2,079.09	\$ 2,079.09
Total 2011 Partial Fiscal Impact	\$ 154,784.41	\$ 160,535.50	\$ 5,751.09	\$ 5,751.09

**2011 Annualized Fiscal Impact:**

	Current Salary	Proposed Salary	Diff	1.0 FTE Total
2011 Salary	\$ 197,657.00	\$ 205,000.00	\$ 7,343.00	\$ 7,343.00
2011 Fringe Benefits	\$ 111,913.39	\$ 116,071.00	\$ 4,157.61	\$ 4,157.61
2011 Total Annual Fiscal Impact	\$ 309,570.39	\$ 321,071.00	\$ 11,500.61	\$ 11,500.61

**TOTAL 2011 PARTIAL FISCAL IMPACT 7/1/11 - 12/31/11**

**\$ 25,874.41**

**TOTAL 2011 ANNUALIZED FISCAL IMPACT**

**\$ 51,752.73**

Director of Administration Pay Grade 28 - Step 5	1/1/2010	Rate 42.6207	2,080	88,651.00	Annual Salary 88,651.00
Director of Administration Pay Grade 31 - Step 7	01/01/2010	48.3245	2,080	100,515.00	100,515.00